

## DoD Space Planning Criteria for Health Facilities

### Women's Health

#### **3.6.1 PURPOSE AND SCOPE:**

This section provides guidance for the space planning criteria for outpatient women's health activities in DoD medical facilities. Women's Health includes OB/GYN Clinic, Midwifery, Family Planning and Women's Health Service, which may be provided in either this section and/or in other sections of these criteria. Examples of such services include: oncology, surgical services, counseling and women's imaging services with such procedures as ultrasound, mammography and bone densitometer.

**Note to the Programmer.** Decisions on a "clinic concept of operations" are especially important. There is a considerable range of services, which can be included under the title of "women's health." One option is to program a clinic, which provides obstetrics and gynecological services. This clinic could refer women elsewhere for such things as laboratory work, imaging, counseling and etc. Another option is to program a clinic, which provides a "one stop" location for all women's health services. Such an all-inclusive option would result in the programming of laboratory services, radiology/imaging services and counseling services in the women's health clinic. This option may also cross-traditional organizational lines, and personnel command chains of departments (OB/GYN, Surgery, Nursing, and Social Work Services). Care must be taken to avoid duplicate programming of equipment based on the same workload count - for example mammography units in both the Women's Health clinic and the Radiology department. Special attention should also be given to assuring that the resources (to include staffing) necessary to provide all services programmed are available, and fully supported by the command.

#### **3.6.2. DEFINITIONS:**

**Clinic Visit:** A visit is a contact between an eligible beneficiary and a medical care provider. A visit consists of an examination, diagnosis, treatment, evaluation, consultation, counseling, or medical advice in a clinic or treatment/observation in quarters. (Source: DoD 6015-M, Glossary of Healthcare Terminology, 1999).

**Full-Time Equivalent (FTE):** A work force equivalent to one individual working full time for a specific period, which may be made up of several part-time individuals or one full-time individual. This will include everyone working in the facility; military, civilian and contractor personnel.

**Office:** Room Code OFA01 is a private office outfitted with standard office furniture. Room Code OFA02 is a private office outfitted with systems furniture. Room Code OFA03 is a cubicle outfitted with systems furniture.

**Patient Learning Resource Room:** A patient learning resource room provides patients with publications and access to computers connected to the Internet to research diseases and health information.

**Preceptor/Consult Room:** - A location is required for residents in training to be able to discuss cases in private with supervising faculty physicians (preceptors). These discussions occur during the course of a patient visit, requiring proximity to exam room areas. In clinic configurations with staff physician offices clustered near exam rooms, precepting may be feasible from the faculty physician's own office and not from a dedicated central preceptor room. Note that any space provided for precepting must afford privacy from eavesdropping patients and passers-by ... hence an open area accessible by non-staff is NOT acceptable.

**Provider:** An individual who examines, diagnoses, treats, prescribes medication and manages the care of patients within his or her scope of practice as established by the governing body of a healthcare organization. Providers are physicians, physician's assistants, midwives and clinical nurse practitioners. The term 'staff providers' does not include residents.

**Rotating Resident:** A rotating resident is one from any graduate medical education specialty program (internal medicine, pediatrics, surgery, family practice, etc.) who, in the course of his or her education, must spend time in the services of another specialty. For example, internal medicine residents are required to "do a rotation" in the OB/GYN service.

**Women's Health Services:** The concept of Women's Health Services includes two major elements. The first element provides for the outpatient services associated with preventive and curative medical care provided to women patients. This information is located in this section. The second element provides the inpatient services for

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women, to include the obstetric services and related birth services for newborns. This information is located in Section 4.2 and 4.3.

**Women's Health Clinic:** A clinic for women's health may include the following services: obstetrics, gynecology, breast examination/treatment, cervical cancer diagnosis/treatment and family planning. A clinic will normally include the following areas: waiting, reception, offices, and examination rooms, special purpose rooms, imaging rooms, utility rooms, treatment rooms, storage space, linen rooms, conference rooms, lounges, and toilets.

#### **3.6.3. POLICIES**

**Providers' Examination Rooms:** Each provider will be provided with two examination rooms.

**Providers' Offices:** Each physician, physician's assistant, clinical nurse practitioner, midwife and allied scientist on the staff who has patient appointments, will be provided a private office (excluded offices are provided under other criteria, such as Radiologists, Pathologists, Anesthesiologists and Commanders).

**Resident's Office Space:** Private office space will not be programmed for graduate medical education residents. Residents who are in a graduate medical education program studying to become a specialist in the service being programmed, will be provided with shared office space of 60 nsf per resident in the program. An office for a rotating resident may be programmed in the clinic for residents who see patients.

**Resident's Office/Examination Rooms:** Additional office and examination room space may be programmed into a clinic to provide space for "rotating residents" to see patients. A resident during his or her rotation in the clinic will use this space when seeing patients as walk-ins or by appointment. One office and two examination rooms may be programmed for each resident FTE projected to be in the clinic seeing patients. Note: These residents are not necessarily OB/GYN residents only; family practice, internal medicine and other residency programs may require a rotation in the women's health clinic.

#### **3.6.4. PROGRAM DATA REQUIRED:**

How many FTE providers are projected?
How many nurse managers are projected?
How many FTE nursing staff is projected?
How many NCOIC/LCPO/LPO/SMT are projected?
How many officers and officer equivalents are projected?
How many staff will require a private office?
How many staff will require a cubicle?
How many staff will require a locker?
How many FTEs on peak shift are projected?
Will patient records be stored in this clinic?
How many patient records will be stored in this clinic?
How many MEDICARE records will be stored in this clinic?
Will patient records use fixed shelving?
Will patient records use moveable shelving?
How many shelves high (5 or 6) will be used?
Will Patient Education Conference Room use tables or chairs?
Will Patient Education Conference Room use writing are chairs?
Is an isolation room required?
Is a procedure room required?
Is a FTE laboratory technician projected?
Will bone densitometry be performed in the clinic?
Will infertility fluoroscopy be performed in the clinic?
Will colposcopy be performed in the clinic?
How many dedicated ultrasound units will be in the clinic?

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#### 3.6.4. PROGRAM DATA REQUIRED: Continued

How many mammography units will be in the clinic?
Will non-stress tests/fetal monitoring be performed in the clinic?
How many non-stress/fetal monitoring stations will be required?
Will there be vending machines in the staff lounge?
How many advice nurse FTEs are projected?
How many Social Workers are projected in this department?
How many Family Planning Counselors are projected?
Will there be a Residency Program?
Will there be a Residency Program Director?
Will there be a Residency Program Secretary?
How many Residents are projected?
How many Residency Staff require a private administrative office?
How many Residency Administrative Staff cubicles are required?
How many rotating residents will require a cubicle?

#### 3.6.5 SPACE CRITERIA:

**NOTE: GP indicates that a guideplate exists for that particular Room Code.**

FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
		m <sup>2</sup>	nsf	

#### RECEPTION AREAS

Clinic Waiting	WRC01	5.57	60	Minimum. Provide four seats for each projected FTE provider. Provide 16 nsf for 95% of the seats and 25 nsf for 5% of the seats (handicapped waiting). Provide 67% of this space for main waiting area.
	WRC02			Minimum Isolation - waiting: Provide remaining 33% of total space calculated for main waiting area for an isolation waiting area. Provide handicap seats in both areas.
Reception (GP)	RECP1	13.01	140	Minimum. Provide 140 nsf for the first eight providers. Increase 60 nsf for each increment of four providers over the initial eight providers. Includes space for two technicians. When only one technician required, consolidate with adjacent department, where possible.
Patient Education Classroom (GP)	CLR01	23.23	250	Tables and chairs, One per clinic if eight providers or less. Provide two classrooms for nine or more providers. .
	CLR02			Writing arm chairs - see above planning range comment
Patient Education Cubicle	CLSC2	2.72	30	One per clinic. Includes a computer workstation for patient self-assessment, printing educational brochures, etc.
Public Toilets	NA	NA	NA	Space will be provided in the Common Areas. See Section 6.1.

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FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
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PATIENT AREAS
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Screening/Weights and Measures (GP)	EXRG4	7.43	80	Minimum up to four projected FTE providers. One additional room for increment of four providers.
OB/GYN Exam Room (GP)	EXRG8	11.15	120	Two per projected FTE provider minus one isolation exam room.
Isolation Exam Room (GP)	EXRG6	13.01	140	One per clinic.
Isolation Exam Toilet	TLTU1	4.65	50	One per clinic
Consult room	OFDC2	11.15	120	One per clinic.
Patient/Specimen Toilet (GP)	TLTU1	4.65	50	Minimum one. Provide two toilets if projected FTE providers is between nine and fifteen. Provide three toilets if projected FTE providers is sixteen or more with a maximum of three toilets.
Specimen Lab/Holding	LBOB1	5.57	60	One per women's clinic when no laboratory technician (FTE) projected.
Satellite Lab	LBSP1	11.15	120	One, if one or more laboratory technician (FTE) projected.
Bone Densitometry Room	XDBD1	11.15	120	One, if in the clinic concept of operations.
Infertility Fluoroscopy Room (GP)	XDRF1	27.87	300	One, if in the clinic concept of operations.
Fluoroscopy Toilet (GP)	TLTF1	4.65	50	One per programmed fluoroscopy room.
OB/GYN Treatment Room	TROB1	16.26	175	One per six providers.
Colposcopy Room	TROB1	16.26	175	If in the clinic concept of operations.
Ultrasound Room (GP)	XDUS1	15.33	165	One per dedicated ultrasound unit.
Ultrasound Toilet (GP)	TLTF1	4.65	50	One per two ultrasound rooms. Round up from 0.4.
Non-Stress Test / Fetal Monitoring (GP)	OPST1	11.15	120	If in clinic concept of operations. One station.
Non-Stress Toilet (GP)	TLTF1	4.65	50	One per Non-Stress room.
Mammography (GP)	XDM01	11.15	120	One per dedicated mammography unit.
Mammography Film Processing (GP)	XDMP1	10.22	110	One for every five-mammography units programmed.

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<b>STAFF AND ADMINISTRATIVE AREAS</b>
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Provider Office (GP)	OFD01	11.15	120	Army - One per projected FTE provider). (See also Residency Program section.)
	OFD02			Navy. -One per projected FTE provider. (See also Residency Program section.)
	OFD03			Air Force/VA - One per projected FTE provider. (See also Residency Program section.)
Nurse Manager Office	OFA01	11.15	120	Single office, Standard Furniture. One per projected FTE Nurse Manager.
	OFA02			Single office, System Furniture. One per projected FTE Nurse Manager.
Nurse Workroom	WRCH1	11.15	120	Army/Navy. Minimum. Add 40 nsf for each projected FTE nurse above four.
	OFA03	5.72	60	Air Force. Cubicle Systems Furniture. One per projected FTE Nurse.
NCOIC/LCPO/LPO/SMT Office	OFA01 OFA02	11.15	120	One per clinic.
Advice Nurse Office	OFA01 OFA02	11.15	120	One per projected FTE.
Administrative Personnel with Private Office	OFA01	11.15	120	One per projected FTE requiring a private office. Refer to Section 2.1. Some examples are Group Practice Manager, Nurse Educator, Health Care Integrator, any staff who interviews or counsels patients.
	OFA02			
Administrative Cubicle	OFA03	5.57	60	Per projected FTE requiring a dedicated workspace but not a private office. See Section 2.1.
Social Worker Office	OFDC1	13.00	140	One per projected FTE social worker.
Family Planning Counselor Office	OFA01	11.15	120	One per projected FTE family planning counselor.
Patient Records Area	FILE1	5.57	60	If records are stored outside of the clinic. See Section 2.5.
	MRS01			If records are stored in the clinic. See Section 2.5 for increased sizing, fixed shelving
	MRS02			Movable shelving
Copy Room	RPR01	9.29	100	For Copier/Fax/Mailbox distribution
Forms/Literature Storage	SRS01	9.29	100	One per clinic.

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**STAFF AND ADMINISTRATIVE AREAS (Continued)**

Conference Room (GP)	CRA01	23.23	250	Minimum use CRA01. One per department with less than eight officers or officer equivalents. For increase in size (CRA02 and CRA03) see Section 6.1.
	CRA02	27.87	300	
	CRA03	37.16	400	
Staff Lounge (GP)	SL001	13.01	140	Minimum. See Section 6.1.
Personal Property Lockers (GP)	LR001	1.86	20	For staff without a dedicated office/cubicle space. See Section 6.1 for increase in size or for Changing Locker Room criteria.
Staff Toilets (GP)	TLTU1	4.65	50	Minimum for total clinic staff of at least ten. See Section 6.1 for increase in size and for male/female breakdown.

**CLINIC SUPPORT AREAS**

Clean Utility (GP)	UCCL1	11.15	120	For up to 6 projected FTE providers.
		13.94	150	For 7 - 12 projected FTE providers.
		16.72	180	For more than 12 projected FTE providers.
Soiled Utility (GP)	USCL1	8.36	90	For up to 6 projected FTE providers.
		11.15	120	For 7 - 12 projected FTE providers.
		13.94	150	For more than 12 projected FTE providers.
Litter/Wheelchair Storage	SRLW1	5.57	60	One per clinic.
Crash Cart Alcove	RCA01	1.86	20	One per clinic. Can be shared between several clinics if fully accessible to all.
Equipment Storage	SRE01	9.29	100	One per clinic.

**Functions which are required for Residency Education in OB/GYN**

The following areas must be programmed if the MTF is the "Center" for an OB/GYN Residency Program.

**RESIDENCY PROGRAM**

Residency Program Director (GP)	OFD01	11.15	120	Army - One per director of a residency program.
	OFD02			Navy. One per director of a residency program.
	OFD03			Air Force - One per director of a residency program.
Secretary to Director with Visitor Waiting.	SEC01	11.15	120	One per director of a residency program, if there is a projected FTE secretary position.
Private Office	OFA01	11.15	120	One per projected FTE residency program staff requiring a private office.
	OFA02			
Administrative Cubicle	OFA03	5.57	60	Provide 60 nsf per projected FTE administrative personnel requiring a dedicated cubicle.
Resident Cubicle	OFA03	5.57	60	Minimum. 60 nsf per projected resident.

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		m <sup>2</sup>	nsf	

<b>RESIDENCY PROGRAM (continued)</b>
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Library	LIBB1	13.01	140	One per residency program.
Conference Room (GP)	CRA01	23.23	250	Minimum. One per residency program. For increased sizing see Section 2.1.
Rotating Resident Cubicle	OFA03	5.57	60	One cubicle for each of the maximum number of residents (all types) at any one time, who see patients in the clinic.
Resident Exam Room (GP)	EXRG1	11.15	120	Army. One per projected resident. Minus the two monitored exam rooms.
	EXRG2			Navy. (See above planning range comments.)
	EXRG3			Air Force. (See above planning range comments.)
Monitored Exam Room - Subject & Observer Room (GP)	EXRG1	11.15	120	Army - Provide two EXRG1 per residency program, and one CMP02. These rooms use cameras and videotapes.
	EXRG2			Navy
	EXRG3			Air Force
	CMP02	5.57	60	One room can support two-exam rooms. This room holds the video recorders.
Preceptor/Consult Room	OFDC1	11.15	120	One per ten staff physicians per concept of operations.